



Naval Academy Business Services Division

Job Announcement Number: 26-025

Vacancy Open: February 10, 2026 – February 25, 2026

Area of Consideration: All Qualified Persons

Must be at least 18 years of age to obtain required security clearance

Security Level: Tier 1 – Non-Sensitive

POSITION DETAILS

Server, NA-7408-02

Part Time (20-34 hours weekly, Benefited)

\$17.97/Hour

Positions Available: 3

Benefits & Perks include: Medical, Dental, Life; Health Savings Account (HSA); Flexible Spending Account (FSA); Automatic Retirement Enrollment, 401(k), Roth 401(k), and 401(k) Loan options; and Paid Vacation and Sick Leave Accrual. Possible Shift Differential Pay, Sunday Premium Pay, Daily or Weekly OT, Holiday Pay, Pay/Step Increases

We are seeking friendly, hardworking individuals to join our hospitality team. There may be opportunity for cross-training with the barista position, enabling you to acquire new skills and experiences in a dynamic environment.

Scheduling 6-hour to 8-hour shifts, 3 to 5 days per week. Shifts in Mornings (starting at 6:00am) and/or Evenings, Monday – Friday. Occasional Weekends and holidays in support of special events. Looking for applicants with year-round availability.

JOB SUMMARY

The Server (FSW – Food Service Worker) position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Naval Academy Business Services Division (NABSD) Retail Dining Naval Academy Club and other satellite locations, Annapolis, Maryland. NAFI is an entity that generates its own funds through its operations, and is not funded by Congress. The Server position provides the knowledge, skills, and adaptability, necessary to multitask effectively in diverse restaurant, catering, and cafe environments.

DUTIES & RESPONSIBILITIES

- Deliver a refined guest experience by anticipating needs and providing personalized attention for both daily dining and Private Events.
- Act as a dedicated host for catering clients, ensuring event timelines are met and guest requests are handled with a "yes-first" attitude.
- Accurately record orders and process payments efficiently via the POS system.
- Confidently explain menu offerings, ingredients, and pairings to enhance the guest experience.
- Promptly deliver dishes to tables or catering stations with a focus on professional presentation and temperature.
- Proactively clear plates and glassware to keep The Alley and event spaces pristine; quickly sanitize and reset stations for incoming guests.
- Other duties may include:
 - Prepares coffee and tea beverages, sandwiches, fruit and vegetable salads, and box lunches.
 - Assists with preparation and execution of catering events, sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold food.
- Position involves prolonged standing, walking, reaching, stooping, pushing, pulling and bending. Frequent light to moderate lifting of objects weighing up to 20 pounds occurs routinely, sometimes up to 50 pounds. Uses assistance from other coworkers for moving objects weighing more than 20 pounds.

KNOWLEDGE, SKILLS and ABILITIES (KSAs) requirements for this position are as follows:

**** Your application must include narratives for each KSA, using specific examples to demonstrate your qualifications and experience.**

1. Incumbent must possess a minimum of 6 months of customer service experience working in a food service role. Experience as a server preferred.
2. Experience functioning in a fast-paced restaurant, catering, or cafe environment, managing tasks efficiently under short time constraints and maintaining sanitation standards.
3. Experience using a POS (Point of Sale) system or Cash register in a food service role. Experience as a server or barista preferred.
4. Experience explaining menu offerings, ingredients, and pairing for guest satisfaction and for allergen concerns.

QUALIFICATIONS & CONDITIONS OF EMPLOYMENT

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required - We are an E-Verify participant
- Occupational Health Pre-Hire Screening Required.
- Probationary period: Part Time employees must complete a one-year probationary period.
- Must be able to understand and communicate in English
- Participation in Direct Deposit
- Must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.

APPLICATION INSTRUCTIONS

A complete online application **must** be submitted no later than NOON on the closing date to be considered for a USNA NAF/NABSD position. Please visit the employment website <https://www.usnabsd.com/about/careers/> or email nabsdjobs@usna.edu if you need assistance. Resumes must not exceed 2 pages.

Apply Here: <https://www.usnabsd.com/about/careers/application-for-federal-employment-of-612/>

EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **ICTAP (Interagency Career Transition Assistance Plan):** Most recent SF50 (or equivalent) and RIF (Reduction in Force) notice.
- **Military Spouse:** most current military member's PCS orders, submit spousal request form – (***Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below***)
- **Veteran:** Page four (4) of the DD-214

Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Applicants may be required to provide proof of education, complete a pre-hire health screening, etc. DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, or other non-merit factor. Reasonable accommodations may be provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.